



**CITY OF LAGO VISTA, TX  
REQUEST FOR PROPOSALS  
EXECUTIVE RECRUITING SERVICES FOR  
INTERIM AND PERMANENT POLICE CHIEF**

RFP Issuance Date: December 6, 2021  
Proposal Due Date: January 18, 2022

## **Section 1 – Invitation**

CITY OF LAGO VISTA REQUEST FOR PROPOSALS (RFP)  
EXECUTIVE RECRUITMENT SERVICES POLICE CHIEF  
*Proposals Due by 5:00 p.m., January 18, 2022*

The City of Lago Vista is currently seeking proposals from qualified executive recruitment/consulting firms interested in providing comprehensive recruitment for an interim and permanent Police Chief. The City's primary objective is to secure a contract with a firm offering the highest quality of service at the most reasonable cost.

Written proposals will be accepted until 5:00 p.m. on January 18, 2022 at City Hall, 5803 Thunderbird, Lago Vista, TX 78645. Responses must address all of the items listed in this request for proposals and must be submitted in a sealed envelope marked "Recruitment Services Proposal" and sent to:

City Manager  
City of Lago Vista  
5803 Thunderbird  
Lago Vista, TX 78645

Please include the one (1) original and seven (7) copies. Questions or requests for clarification may be directed to Tracie Hlavinka, City Manager, by telephone at (512) 267-1155 or by email to [tracie.hlavinka@lago-vista.org](mailto:tracie.hlavinka@lago-vista.org).

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## **Section 2 – Introduction and General Information**

### ***A. Community and Government Background***

The purpose of this Request for Proposals (RFP) is to receive competitive proposals from qualified executive recruiting/consulting firms who are interested in assisting the City in the recruitment of an interim and permanent Police Chief. The City Manager will be responsible to conduct the recruitment and City Council will ultimately make the final selection. It is our intention that the work conducted by the Consultant will provide for a wide selection of qualified candidates and ensure the greatest opportunity for a diverse selection of candidates. The desired Consultant will be objective and rational in their recruitment process, will need to be dynamic and engaging, and must provide sound advice and information on the candidates and the process to the City Council and City Manager to ensure a successful selection process.

The City of Lago Vista is a municipal corporation. The current population for the City of Lago Vista is 8,896 (2020 Census data). The form of government is council-manager with a mayor and six (6) council members elected for staggered two-year terms. City departments include Aviation, City Secretary, Development Services, Economic

Commented [TH3]: List departments not city services

Development, Communications and Marketing, Financial Management, Golf Course, Human Resources, Municipal Court, Parks and Recreation, Police, Library, Public Works and Utility Administration. The City also contracts for services such as refuse collection. The City has approximately 98 FTEs, as well as 12 part-time employees. The 2021-2022 annual City general fund budget is approximately \$14 million.

The City has a full-service Police Department, that provides law enforcement services 24 hours a day, every day. The Police Department reports to the City Manager. The Police Chief is appointed by the City Manager subject to approval by the City Council. The Department is composed by approximately 24 employees, led by the Police Chief, a Captain, a Lieutenant, a Sergeant Major, two (2) patrol Sergeants and two (2) Detective Sergeants.

#### ***B. Timeline for Procurement Process***

The City has made every effort to include enough information in this RFP for the proposer to develop a responsive proposal. The City encourages proposers to submit the most comprehensive and competitive proposal available. The City reserves the right to retain all proposals submitted and to use any ideas in a proposal, unless protected by copyright, regardless of whether that proposal is selected. Submission of a proposal indicates acceptance, by the individual or firm, of the conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted, and confirmed in the contract between the City of Lago Vista and individual or firm selected.

The City reserves the right to reject any and all proposals, cancel all or part of this RFP, waive any minor irregularities, and request additional information from proposers. The City WILL NOT reimburse proposers of this RFP for any expenses incurred in preparing proposals, or for the attendance at interviews. This RFP does not obligate the City to accept or contract for any service. The timing of the proposal is set forth below.

TIMELINE	
Distribution of RFP	December 6, 2021
Proposal submission Deadline	January 18, 2022
Proposal review	January 24, 2022
Interviews with finalists	January 24 – January 28, 2022
References	January 24 – January 28, 2022
Final selection by City Council	February 3, 2022
Implementation of contract	February 8, 2022
Notification to Proposers	February 9, 2022

#### Distribution of RFP

The RFP will be mailed and/or available on the City's website [lagovistatexas.org](http://lagovistatexas.org) On December 6, 2021.

#### Proposal Submission

Proposals must be received at City Hall no later than 5:00 p.m. on January 18, 2022.

#### Proposal Review

The City Manager will evaluate all proposals and summarize the findings. It is anticipated that the review process will be completed by January 24, 2022.

#### Interview with the Finalists

The finalists may be asked to meet with the City Manager between January 24 and January 28, 2022. The meeting should include the individuals who will work directly with City staff.

#### Final Selection

The City Council is expected to make a final selection on February 3, 2022. After the selection is made, the firm will have five (5) business days to execute a contract with the City or the City may call for new proposals.

#### Notification

We anticipate sending written notification to all firms regarding the outcome of the review and contract award process by February 9, 2022.

The City will make every effort to administer the proposal process in accordance with the terms and dates discussed in this RFP. However, the City reserves the right to modify the proposal process and dates as deemed necessary.

#### ***C. Conditions of Submittal***

By the act of submitting a proposal, the proposer certifies that:

- ❖ The proposer and each person signing on behalf of any proposer certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge no elected official, city employee, officer or person accountable to the City of Lago Vista has a direct financial interest in the Proposal.
- ❖ The proposer has read all parts of the Request for Proposals, including all requirements, terms and conditions, and, if its proposal is accepted, the proposer shall accept the contract documents in their entirety.
- ❖ The proposer has experience providing the required services.

### **Section 3 – Scope of Services**

The City is seeking a consultant to assist the City Manager and City Council through the process of hiring a new Police Chief as follows:

- ❖ Act as the primary contact to the City Manager to guide and advise her through the recruitment and selection process;
- ❖ Interview the City Manager to obtain feedback for desired characteristics and qualifications of a Police Chief;
- ❖ Coordinate stakeholder input, upon the direction of the City Manager;
- ❖ Develop recruitment materials;
- ❖ Conduct a comprehensive outreach campaign aimed at producing the highest quality candidate pool;
- ❖ Develop a suggested “preferred candidate” profile based on community needs and culture, as well as workplace needs and culture, which should be part of the job announcement.
- ❖ Review and screen candidates;
- ❖ Recommend and coordinate processes to effectively evaluate skills and leadership abilities of candidates;
- ❖ Assist the City Manager in making determinations regarding the inclusion of interviews, administrative assessments, psychological testing, input component, community tour, and/or other testing mechanisms as determined by the City Manager as part of the final interview round;
- ❖ Assist the City Manager with the interview process, as directed;
- ❖ Conduct background checks on final candidate(s) and coordinate a comprehensive background investigation of finalist(s) by a licensed private investigator able to meet requirements for the State of Texas or by a law enforcement background investigator approved by the City Manager; and
- ❖ Assist City Manager in negotiating the compensation package with the identified final candidate.

### **Section 4 – Proposal Submission & Evaluation**

#### ***A. Submission Process***

All sealed proposals from interested firms must be received on or before 5:00 p.m. on January 18, 2022, and addressed to:

City Manager  
City of Lago Vista  
5803 Thunderbird  
Lago Vista, TX 78645

Proposals will be dated upon receipt and held in a secure place until the established due date. Proposals will not be opened publicly or disclosed to unauthorized persons but will be opened in the presence of two or more City officials.

***Late proposals are not accepted and will be returned unopened to the sender.***  
The City reserves the right to reject any or all proposals submitted.

***B. Cost and Fee Arrangements***

Dollar Cost Bids shall be submitted in a separate sealed envelope marked as follows:  
**Sealed Dollar Cost Bid Proposal for City of Lago Vista Police Chief Recruitment.**

The consultant must provide a proposal with maximum cost for the project based on the project as described herein. To the extent desired, additional recommendations and services or options may be included as additions to the project on an optional basis. These optional items shall be priced separately from this Request for Proposals.

The Cost Bid must include a description of engagement terms, including hourly billing rates, billing time increments, invoicing frequency, format of invoices and an itemization of expenses, if any, which the applicant would charge the City or would expect the City to incur. Identify in your proposal the amount your firm proposes to charge for services.

***C. Required Background Information***

The submittal form shall be physically signed by an officer of the firm(s) and include the following:

- ❖ Name, address, telephone number of the Consulting firm.
- ❖ Description of the firm (corporation, partnership, etc.) and year established.
- ❖ State of incorporation, if any, and type of ownership.
- ❖ Name and biography of all proposed consultant(s)/facilitator(s).
- ❖ Name, title and business address of person responsible for submitting the proposal.
- ❖ Listing of subcontractors, if any, and the scope of work they will perform.
- ❖ Name(s), title(s), telephone number(s), and email address(s) of the individual(s) to be the official contact person(s) regarding all matters concerning the proposal.
- ❖ A statement ensuring validity of the proposal for at least 60 days.

The following lists information that the consulting firm must also submit with proposal forms:

- ❖ Profile and history of your firm including recruiters in the firm who would be assigned to this recruitment. Indicate the individuals(s) who will be responsible for work with the city, and also include a resume of the recruiter or recruiters whom the applicant anticipates would provide services to the City.
- ❖ Summary of recent, relevant practice in the area of executive police chief recruitment with other municipal governments.
- ❖ Description of the scope of involvement of City Manager and City Council in recruitment process.
- ❖ Description of any potential conflicts of interest that the applicant foresees and the method the applicant would anticipate using to deal with such conflicts.
- ❖ Provide a list of municipal client references. This list may contain municipalities that you are currently providing executive recruitment services for, or have provided services to in the past in the capacity of executive recruitment. This list should contain information related to the duration of service provision, a general description of the scope of work performed, and general contact information for the municipality.
- ❖ Any other information the applicant wishes to present in support of the application.

#### ***D. Evaluation Process***

Submittals will be evaluated based on the following criteria:

All proposals will be reviewed by the City Manager or Review Team to determine responsiveness. Unresponsive proposals will be removed from consideration and notified in writing.

Responsive proposals will be reviewed and evaluated by members of the Review Team. The review team will screen and select a smaller group of finalists for an in-depth interview.

Proposals will be evaluated using some or all of the following criteria in its evaluation and comparison of submitted proposals. The criteria listed are not necessarily an all-inclusive list. The order in which they appear is not intended to indicate their relative importance.

- Bidder's compliance with specifications as set forth in the RFP.
- Experience, training, and credentials.
- The firm's past experience and performance on comparable studies.
- Proposed project timeline & completion.

- Recent references from comparable clients.
- Costs and Fees

The City shall have absolute discretion in determining the applicability and weight or relative weight of some or all of the criteria listed above and is not required to select the lowest monetary proposer.

#### ***E. Modification, Mistakes or Withdrawal of Proposals***

Responses to this RFP may be modified or withdrawn by written, e-mail or facsimile notice prior to the date specified for receipt of proposals. A proposal may be withdrawn by the vendor or its authorized representative prior to 8:00 a.m. on January 18, 2022. Telephone withdrawals are not permitted.

If the apparent best qualified firm discovers a mistake, of a serious and significant nature, in its proposal which is unfavorable prior to the issuance of a Contract, it may request consideration to modify or withdraw the proposal. The City reserves the right to reject any and all requests for correction or withdrawal of proposals received after the date shown in the specifications. In all cases, the decision of the City Council is final. A mistake in proposal will not be considered once a contract is issued.

### **Section 5 – Laws of Governance**

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The selected firm will be required to comply with all existing State and Federal laws including applicable equal opportunity employment provisions. The Contract shall also be construed and governed in accordance with the laws of the State of Texas and the City of Lago Vista. Consultant shall comply with all federal, state and local laws, ordinances and regulations applicable to the work. Consultant, at its own expense, shall secure all occupational and professional licenses and permits from public or private sources necessary for the fulfillment of its obligations under this Contract.

### **Section 6 – Disclosure of Proposals**

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Proposals will be kept confidential until such time as the City has completed its evaluation. Proposers are cautioned that the agreement and proposals submitted are public records in accordance with Texas Public Information Act requirements.

All proposals submitted in response to this RFP will become the property of the City of Lago Vista and a matter of public record. The vendor must identify, in writing, all copyrighted material, trade secrets, or other proprietary information that it claims is exempt from disclosure. Any firm claiming such an exemption must also state in its proposal that the firm agrees to hold harmless, indemnify and defend the City and its agents, officials and



employees in any action or claim brought against the City for its refusal to disclose such materials, trade secrets or other proprietary information to any party making a request therefore. Any firm failing to include such a statement shall be deemed to have waived its right to an exemption from disclosure.

Thank you in advance for your interest in the City of Lago Vista, TX.

City of Lago Vista  
5803 Thunderbird  
Lago Vista, TX 78645